

**OFFICE OF THE ADJUTANT GENERAL
Virginia National Guard
Building 316, Ft Pickett
Blackstone, VA 23824-6316**

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NATIONWIDE AIR AGR VACANCY ANNOUNCEMENT
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**VIRGINIA AIR NATIONAL GUARD MILITARY TOUR NOTICE – ACTIVE
GUARD/RESERVE (AGR) 06-01, 30 September 2005**

POSITION TITLE AND UNIT: Production Recruiting, 203^d Red Horse Squadron,
Virginia Beach, VA

GRADE: SRA/E-4 - MSgt/E-7

TOUR LENGTH: 4 years

PROJECTED DATE OF ENTRY: 16 December 2005

DUTY STATION: 203^d Red Horse Squadron, Virginia Beach, VA

COMPATIBLE MILITARY ASSIGNMENT: AFSC 8R000

PROGRAM/CONVERSION REFERENCE: AGR

ELIGIBILITY OF FEMALES: Yes

OPENING DATE: 1 October 2005

CLOSING DATE: 31 October 2005

ACTIVE GUARD/RESERVE ELIGIBILITY REQUIREMENTS:

1. Individuals must meet the basic eligibility criteria as stated in ANGI 36-101, Chapter 2. Member must possess outstanding appearance, military bearing, and conduct with no history of disciplinary action. All production recruiter positions at the Wing level will be announced as E-6. The exception to appointment with the E-7 rank would be the selection of a qualified E-7 AF recruiter or a qualified E-7 ANG recruiter.
2. Applicant's military grade cannot exceed the maximum grade authorized on the SPMD for the position and ANG Grade Compatibility Table.
3. Must be a member of the VaANG or eligible for membership in the VaANG and have sufficient time on enlistment contract to cover length of tour.
4. Applicants for the AGR program should be able to complete 20 years of active federal service prior to reaching mandatory separation date (i.e. age 60). Personnel may be placed in AGR status for occasional, one-time tours, or for a probationary period established by the Adjutant General, not to exceed 6 years. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding (if recommended for the position), necessary in requesting a waiver of this requirement by the Adjutant General or Air National Guard.

ADDITIONAL REQUIREMENTS:

1. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty location without his/her consent. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander.
2. Existing ANG promotion policies apply and grade ceilings established by ANGI 36-101.
3. At the option of supervisor/nominating official, applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's expense.

DESCRIPTION OF DUTIES: Outstanding appearance, military bearing, professional conduct, high moral character and unquestionable integrity are required. Must be able to speak clearly and communicate effectively both orally and in writing. Individual must possess/demonstrate a positive attitude and be enthusiastic about performing ANG Recruiter duties. Must be knowledgeable of the organization, mission, and operations of the ANG, and the methods and techniques of recruiting. Experience in the use of newspaper, magazine, radio, television and photographic media for advertising purposes is desirable. Ability to type 25 wpm is desirable. Ability to operate a personal computer with experience using Microsoft Office, Excel and Access Power Point programs is preferred. Willing to work long, irregular hours and travel on short notice is required. Demonstrated ability to perform as a self-starter and capable of accomplishing multiple tasks while simultaneously meeting deadlines is a must. Must be highly self-motivated, well-organized, creative, and work with minimum supervision. Manages, coordinates, and supervises the operation of the unit recruiting office to include the supervision, training, and guidance of other assigned recruiters. In addition to performing production recruiter duties outlined in ANGI 36-2602, the ROS will exercise supervision and conduct training for all assigned recruiters. Be responsible for office administration; equipment and supplies; scheduling recruiter activities and leave; and managing recruiting and advertising funds. Serve as primary contact concerning all unit recruiting activities. Coordinate with the Retention Officer Manager (ROM) and the MPF (manning) to determine upcoming vacancies. Performs other duties as assigned.

APPLICATION PROCEDURES AND REQUIRED DOCUMENTATION: Interested members may apply by submitting a completed NGB Form 34-1 direct to: OFFICE OF THE ADJUTANT GENERAL, VIRGINIA NATIONAL GUARD, ATTN: VAHR-M, BUILDING 316, FT PICKETT, BLACKSTONE, VIRGINIA 23824-6316. NGB Form 34-1 CAN BE OBTAINED FROM THE Base Personnel Office (Military Personnel Flight). **No faxed applications will be accepted.**

THE FOLLOWING DOCUMENTATION MUST ACCOMPANY EACH APPLICATION:

In-State: NGB Form 34-1 and RIP (ARNG personnel – DA Form 2-1)

Out of State: NGB Form 34-1 and RIP (ARNG personnel – DA Form 2-1), (ARNG personnel orders or other appropriate documentation showing MOS qualification).

EEO POLICY STATEMENT: Consideration for this position will be without regard to sex, age, handicap (except where required by military regulations), race, color, national origin, religion, lawful political affiliation or membership/non-membership in an employee organization.

Additional information: Contact VAHR-M at commercial (434) 298-6330 or DSN: 438-6330 or Maj David A. Schlager at (804)236-6592 or DSN: 864-6592.

This announcement will be posted on official bulletin boards throughout the area of consideration through the closing date.

All applications must be received in the Human Resource Office before the close of business by the closing date specified on the announcement. Applications received after the closing date will not be considered.

FOR THE ADJUTANT GENERAL

//signed//
DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer